

MINUTES OF THE MEETING OF PORTSKEWETT COMMUNITY COUNCIL

HELD VIA REMOTE ACCESS

TUESDAY 15th MARCH 2022

Councillors Present:

Mr J Adams, Mr C Archer, Miss L Dymock, Mr T Fawcitt, Mr P Nurcombe, Mr G Parker, Mr I Standing.

Members of the Public Present:

Mr C Parker and Mr G Phelps.

1. PUBLIC MEETING

Siting of Storage Containers and Installation of EV Charging Station at the Recreation Hall

Two members of the public attended the meeting remotely to discuss the proposed siting of storage containers behind the recreation Hall and installation of an EV charging point. A representative from Portskewett and Sudbrook Junior Football Club explained that storage was desperately need for their equipment. Tewdric Energy offered to provide a storage container and install an EV charging point at the Recreation Hall, this would mean siting an additional container to store the batteries which would supply the charging point.

Cllr Parker and Cllr Holley raised some concerns following a site meeting. The clerk confirmed there are 4 years left on the lease for the Recreation Hall, which ends on 31st January 2026. Section 12.2 of the lease states the premises may not be used for anything other than the pursuit of the normal objectives of the charity. It is not clear whether this would prevent an EV charger being installed.

A representative from Monmouthshire County Council (MCC) planning department had confirmed there are no permitted development rights at the Recreation Hall so planning permission would be needed. There are some exemptions for Community Councils, but the proposal was not thought to fall within the exemptions. It was advised that the Recreation Hall Committee submit a pre-planning request.

Cllr Archer supported the initiative as the growing community and move towards electric cars would increase the need. Mr Phelps concluded the proposal should be pursued directly with MCC.

Speeding on Black Rock Road

A member of the public contacted the clerk raising concerns about the speed of vehicles using Black Rock Road. The road is well used by pedestrians at all times of the day and people walking frequently have to move out of the way of speeding cars to avoid harm. The national speed limit currently applies to the road, the suggestion was made that it be reduced to 20mph.

Cllr Nurcombe remarked that this issue had been referred to the police and MCC previously, the response being that it is classified as a country road, to which the national speed limit would apply.

Cllr Parker suggested that with the housing developments that have taken place in the locality, the conversion of the barns at Black Rock to dwellings and another conversion approved on this road, that the road should be reclassified as residential, with a request that the speed limit be 20mph. The clerk will write to the police and MCC to pursue this and inform the resident.

2. SIGN THE ATTENDANCE BOOK

Due to the remote nature of the meeting it was not possible to sign the Attendance Book.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Carne who was on holiday, Cllr Holley due to work commitments and Cllr Fawcitt who would be joining later.

4. DECLARATION OF INTERESTS

There were no interests to declare.

5. MINUTES OF THE LAST MEETING

- a. Minute 14.a. recorded a date of Friday 2nd June, and it should be Friday 3rd June. The correction was agreed. Cllr Parker proposed that the minutes of the February meeting be accepted as a true record, seconded by Cllr Nurcombe, agreed by all. **Action: Chair to sign minutes, clerk to publish on website.**

6. **CLERK'S REPORT**

The report had been circulated prior to the meeting; the following updates were received:

Increase to Corporate Payment Card Limits

Increase to limit has now been confirmed.

Repairs to Gate at Sudbrook Entrance to Harold's Field

Contractor is planning to carry out the work w/e 25th March.

Code of Conduct Training

Cllr Adams was asked to let the clerk know what date he would like to undertake the training.

Councillor Vacancies

Cllr Adams was reminded to send completed documentation to the clerk.

Marie Curie Day of reflection

Cllr Dymock confirmed the Recreation Hall was available for tea and biscuits from 10am to 11am.

Cllr Parker will arrange to put up the flower display and the lights on the trees on the Village Green.

7. **ITEMS OF LOCAL CONCERN (FOR INFORMATION ONLY)**

Cllr Parker informed the meeting that a resident has put in a formal complaint against Gwent Police as they do not appear to be taking any action regarding the anti-social behaviour occurring outside the Old Shipyard development. Councillors raised concerns again, seeing the situation as a matter of public safety, particularly with regard to women. Residents are avoiding the area.

A resident had raised safety concerns with the clerk regarding the fence bordering the footpath along the cliff top in the Old Shipyard development. Cllr Archer confirmed that it looks like a temporary fence and does not appear fit for purpose. County Cllr Fox had investigated the issue and confirmed the fence complied with the original planning consent. A site visit with MCC officers was recommended.

The Chair reported a resident of Monument Close had almost been hit by a car jumping the traffic lights on Sudbrook Road. Other residents had reported similar incidents. The police had been contacted on this issue previously and a request made for cameras to be installed on the lights, no response had been received. It was agreed the issue needed to be reported to a higher level.

8. **REPORT FROM REPRESENTATIVE ON ARW SCHOOL GOVERNING BODY AND OTHER BODIES**

a. ARW School Governing Body

Cllr Carne was not present.

b.i Give Dog Fouling the Red Card Working Group

Nothing to report.

b.ii One Voice Wales – Monmouthshire/Newport Area Committee

Cllr Essery was not present.

b.iii Portskewett and Sudbrook Recreation Hall & Playing Fields (P&SRH)

Cllr Nurcombe reported the Annual General Meeting would be held on 24th March 2022 at 6.30pm.

b.iv Portskewett Heritage Centre

Nothing to report.

b.v Portskewett and Sudbrook Church Hall

Cllr Holley was not present.

9. **DISCUSSION WITH COUNTY COUNCILLOR**

Cllr Dymock confirmed the bid had been submitted for the levelling up fund which, if granted, would be used to improve Caldicot Leisure Centre and for town regeneration. Cllr Parker asked what was planned for the town regeneration. **Action: Cllr Dymock to circulate the information.**

Cllr Dymock reported that residents had been enquiring about settling refugees from the Ukraine. MCC had issued a press release giving details and information. **Action: clerk to publish on the website.**

10. **NEW CORRESPONDANCE AND MATTERS RAISED**

a. **Suggested Dog Fouling Signage**

A number of sample signs had been circulated for consideration by the Give Dog Fouling the Red Card working group. Councillors made four recommendations and suggested that if a few different signs were used it would have more impact than just adopting one. **Action: clerk to submit response.**

b. **Speeding on Main Road, Portskewett**

Correspondence raising concerns about vehicles speeding on Main Road had been received from two residents. One resident had supplied an example of speed signs used in another area. The experience of another local Council was that signs flashing the speed limit for the road had little impact on the speed of drivers, signs flashing the vehicle's speed in green if within the speed limit and red if over the limit were believed to be more successful in reducing speed. An estimated cost for these signs was £6,000.

Cllr Parker proposed waiting until the 20mph limit is active on Main Road and monitoring the effect. Cllr Archer responded the 20mph limit has been in place in Sudbrook for a number of years and it is not observed. Cllr Fawcitt and Cllr Archer recommended pursuing a solution as soon as possible. Funding in the form of grants or a Public Works Loan would be required given the Council's low reserves.

Cllr Adams proposed costs and funding should be investigated, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to respond to residents, obtain estimates, look for grant funding available and establish the cost of a Public Works Loan. Agenda for feedback in April.**

c. **Revised Insurance Cover**

Following provision of updated information on fixed assets the insurance company asked the Council to review the revised insurance schedule supplied to ensure it met the Council's requirements. Councillors confirmed they were happy with the cover. The clerk identified several areas of cover not relevant to the Council but it is believed to be a blanket cover. **Action: clerk to establish before the renewal date whether any of these areas of cover can be removed to reduce the premium.**

d. **Training Plan**

One Voice Wales (OVW) had circulated their March Bulletin, which contained a reminder of the requirement to produce and publish the first Council training plan by 5th November 2022. This was noted for the attention of the new Council following the elections. **Action: clerk to agenda in June.**

e. **Annual Report for 2021/22**

The One Voice Wales March Bulletin reminded Councils an Annual Report is required for the 2021/22 financial year, as soon as possible after 1st April 2022. This will be an annual requirement. Whilst there is no template for the report the OVW bulletin contained information to be considered for inclusion. Cllr Archer had circulated a draft annual plan for 2022/23 for consideration. **Action: Cllr Archer to draft the Annual report for 2021/22. Clerk to forward static information to Cllr Archer and agenda for approval in April.**

f. **Installation of a Bench on the Coastal Path**

A request had been made for a bench to be installed on the coastal path mid-way between Sudbrook Camp and the Prince of Wales Bridge. Cllr Parker reported a recycled plastic bench would cost around £300. **Action: Chair to approach local companies for donations. Clerk to agenda for feedback in April.**

g. **Plaque for Queen's Platinum Jubilee Tree**

A standard design had been approved for the occasion. The clerk had obtained the following estimates:

The Workshop Aberfeldy – 200mm x 145mm plaque with mounting spike:

- wooden plaque £43.00 plus delivery
- silver acrylic £35.50 plus delivery
- stainless steel £43.00 plus delivery

Other suppliers were considerably more expensive. Cllr Fawcitt proposed a stainless steel plaque with spike be ordered, seconded by Cllr Parker, agreed by all. **Action: clerk to place order.**

h. Maintenance of Village Planters

The Chair offered to maintain the planter on Crick Road. Cllr Parker recommended the compost be topped up in all planters and they be planted up in June. Cllr Parker proposed the clerk establish whether MCC have adopted the verge adjacent to the sewage pumping station in Sudbrook, and if so apply for a planter licence, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to contact MCC.**

i. Monmouth and Parkwall Ambulance Stations

The Leader of Monmouthshire County Council (MCC) had written to all Councils in Monmouthshire notifying them of a proposal to remove the Rapid Response Vehicles based at Monmouth and Parkwall, informing them of the concerns this raised and seeking support to put a stop to the plan.

The Chair proposed the Council write to the Welsh Ambulance Service Trust (WAST) opposing the proposal, seconded by Cllr Archer, agreed by all. **Action: clerk to write to WAST and publish link on the website asking the public to submit their views.**

11. **PLANNING**

a. [Planning Application DM/2022/00241](#) – the application related to the Land Development South of Crick Road, Portskewett and was for the proposed construction of surface water apparatus to serve the development of a new care home and residential dwellings approved under planning ref: DM/2018/00696. Cllr Parker proposed the application be noted, seconded by Cllr Archer, agreed by all. **Action: clerk to submit response.**

b. [Planning Application DM/2022/00255](#) – the application related to Orchard Barn, Elm Tree Farm, Parkwall with A48 to Ifton Hill, Portskewett and was for the formation of a high-level gable window providing natural daylight and ventilation to attic gallery space. Councillors had no objections. Cllr Adams proposed the application be recommended for approval, seconded by Cllr Archer, agreed by all. **Action: clerk to submit response.**

c. [Planning Application DM/2022/00331](#) – the application related to Land at Severn Bridge Industrial Estate, Pill Row, Caldicot and was for outline permission for the development of commercial units suitable for use classes B1, B2 and B8 plus associated external works. Cllr had no objections and felt enterprise in the area should be encouraged. Cllr Nurcombe proposed the application be recommended for approval, seconded by Cllr Archer, agreed by all. **Action: clerk to submit response.**

Planning Applications Approved by Monmouthshire County Council

[DM/2021/02095 – 19 Caldicot Road, Portskewett](#)

Convert the current three-bedroom dormer bungalow into a four-bedroom house.

[DM/2021/02057 – 75 Treetops, Portskewett](#)

Replacement boundary, dark walnut, wood grain texture composite fence.

[DM/2020/00321 - Land Development South of Crick Road, Portskewett](#)

Discharge of conditions: 7 (Barn owl mitigation strategy), 8 (Green infrastructure), 10 (Construction Ecological Management plan) and 16 (Land management plan). Relating to application DM/2018/00696.

[DM/2019/01485 - Land Development South of Crick Road, Portskewett](#)

Discharge of Conditions 5 (Partial discharge already consented) and Condition 11 (Foul Drainage) of planning consent DM/2018/00696 (drainage strategy).

Planning Applications Refused by Monmouthshire County Council

No applications were refused this month.

12. **FINANCE**

a. Budget Virement

Cllr Archer proposed £443 be transferred from the Unidentified Contingency budget to the Fixed Assets budget for the purchase of the Sudbrook Map notice board, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to update budget.**

b. Merlin Environmental Services Ltd Price Increase

Notification had been received that the cost of collections will rise to £6.50 per bin from 1st April 2022. This had been taken into account when setting the budget for 2022/23 and was duly noted.

c. One Voice Wales Membership 2022/23

The membership renewal notification for 2022/23 had been received, the membership fee being £389. The 2022/23 budget for subscriptions is £559, this would result in an estimated overspend of approximately £20. Cllr Nurcombe proposed the membership be renewed, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to submit membership form and make payment.**

d. National Salary Award for 2021/22

The National Association of Local Councils confirmed the new rates of pay applicable from 1st April 2021 had been agreed. The clerk’s rate of pay will increase from £11.76 per hour to £11.97. The backpay from 1st April 2021 is £174.72. Cllr Fawcitt proposed payment of the backpay be approved, seconded by Cllr Parker, agreed by all. **Action: clerk to make payment.**

e. Clerk’s Annual Pay Award – December 2021

The annual review of the clerk’s salary was due on 1st December 2021. The rate per hour for SCP13 is £11.97, the rate per hour for SCP14 would be £12.21 an increase of £16.64 per month. The remaining budget available was £466.79, the backpay to December would be £66.56. Cllr Archer felt that with the increasing number of residents and work undertaken on the website the increase was appropriate. Cllr Fawcitt proposed the pay award be approved, seconded by Cllr Parker, agreed by all. **Action: clerk to update payroll for payment in April.**

f. Appointment of Internal Auditor 1st April 2022 to 31st March 2023

The Internal Audit contract and scope of work had been circulated for review by councillors, no changes were required. Mr P Murphy had confirmed he would act as internal auditor for the Council. Cllr Parker proposed Mr Murphy be appointed, seconded by Cllr Archer, agreed by all. **Action: clerk to forward contract to Mr Murphy.**

g. Pink Paper March

The pink paper for March had been circulated for councillors’ consideration. Cllr Nurcombe proposed the following payments be approved, seconded by Cllr Parker, agreed by all:

	£’s
Salaries	1,325.47
Torfaen CBC – Pension contributions	273.26
HMRC – NIC and PAYE	188.44
Lloyds Multipay Card Payment (March)	534.60
Merlin Environmental Services (Waste collection March Inv. 1047)	211.20
Community Heartbeat trust (Installation of Defibrillator Cabinet Inv. 11625)	240.00
One Voice Wales (Membership 2022/23)	389.00
Monmouthshire County Council (Quest Lease 2021/22 Inv. 70193807)	4.00
Bank Charges (January 2022 to March 2022)	18.00

Balances held: Current Account £3,241.28, Deposit Account £5,352.65, and Lloyds Account £0.

Action: clerk to make payments.

13. INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT FOR 2022/23

a. The report had been circulated for information and was duly noted. **Action: clerk to agenda for adoption of non-mandatory allowances in May.**

14. QUEEN’S PLATINUM JUBILEE EVENTS

a. Update on Joint Meeting with Recreation Hall and Cornfield Project

Cllr Nurcombe reported Friday 3rd June was the agreed date and the following events had been agreed:

- Community Council - Community Fun Day 12 pm to 4pm.
- Portskewett and Sudbrook Recreation Hall - cream teas between 12pm and 4pm.
- Portskewett & Sudbrook Junior Football Club - five a side football tournament 12pm to 4pm.
- The Cornfield Project - road train to run between 12am and 4pm.
- The Cornfield Project - musical entertainment in the evening, with a burger van attending.
- Community Council – Queen’s Platinum Jubilee Beacon to be lit on Sudbrook Camp at 9.15pm

Cllr Nurcombe confirmed all events would be run independently by the three organisations, each arranging the relevant insurance.

At this point in the meeting Cllr Archer was called away to deal with a family emergency.

b. Update on Progress with Arrangements

- Letters had been sent to local groups and organisations inviting them to participate in the Community Fun day by either organising an activity or having a stall. Responses requested by 31st March.
- Request made for St John Ambulance to provide first aid – response awaited.
- Zulualpha Brewery contacted to provide bar – response awaited
- Poppy’s Ices contacted – response awaited.
- The Little Brew Coffee Trailer contacted – response awaited.
- CMTG contacted to perform medley of songs – response awaited.
- PTA asked if they would run the BBQ – response awaited.

Companies had been approached to provide a rodeo bull, twin lane bungee run and jungle slide bouncer. Most companies were based in England and don’t cover the Council area. Funtime Bounce quoted £801.50, including an operator for the rodeo bull. The cost of staff to supervise the other equipment would be £35 per hour. Four 13amp power supplies are required, or generators could be provided at £80 each.

It was agreed the Recreation Hall would be asked to provide the power supply and the Council would arrange marshals for the twin lane bungee run and jungle slide bouncer. **Action: Cllr Dymock to confirm electricity supply from Recreation Hall.**

Cllr Parker proposed the quote from Funtime Bounce be accepted, seconded by Cllr Nurcombe, agreed by all. **Action: clerk to book equipment when power supply has been confirmed.**

It was agreed that for environmental reasons there would not be a balloon race. It was agreed that a raffle would be held to raise funds for the Severn Area Rescue Association.

- Actions: Cllr Parker**
- to forward contact details for DJ (Peter Lock) to clerk.
 - to ask the Caerwent Bird Man to attend.
 - to arrange supply of hay bales.
 - to organise the stocks.
 - to arrange a trailer.

Cllr Fawcitt - to invite Beachley Army Camp to participate.

- Clerk**
- to invite the police to participate.
 - to ask the bugler to play at the beacon.
 - to ask MCC to cut “the bowl” in Harolds Field prior to the event.
 - to ask ARW school if they would organise a fancy dress competition.
 - to obtain estimates for jubilee flags for the children.

c. Memorabilia for Village Children

The following estimates were obtained for commemorative medals to be given to village children:

- Medals for schools - £1 each plus vat and delivery charge.
- Ebay A1 tshirts – 99p each plus delivery charge (limited to 100 per customer).
- Trophiesplusmedals - £1.99 each incl. vat plus delivery charge.

Cllr Parker proposed 250 medals be purchased from Medals for Schools, seconded by Cllr Fawcitt, agreed by all. **Action: clerk to place order.**

15. ITEMS FOR THE NEXT AGENDA

Presentation by Chief Executive of Monmouthshire Citizens Advice Bureau.

16. DATE AND TIME OF NEXT MEETING

The Chair thanked everyone for attending and gave the date and time of the next meeting as **Tuesday 19th April 2022 at 7pm, to be held remotely.** Due to the Easter bank holidays the agenda will be published on Monday 11th April. The meeting was declared closed at 21.26pm.

*Mrs Beverley Young
Clerk to the Council*

Chairman’s signature